

# Treatment Options

30/07/2025 12:42 pm BST

## Summary

When adding an item through the Add Treatment tab of the Treatment screen, certain items will have treatment options associated dependent on their configuration in [Code Entry](#).

## Dispensing a Treatment Label

When a product is dispensed that has the label treatment option enabled, the 'Treatment Label' window displays.

Treatment Label – Metacam Oral Susp 32ml Dogs

RM Veterinary Hospital

82 Oak Tree Lane, Esher, Surrey GU13 5AX

A Smith for Sam

23 Shortlands, Portland, DT5 2LG

Qty 1 x Metacam Oral Susp 32ml Dogs

Give a 10 kg dose once per day

Commencing: 30/07/2025

Additional Info. DO NOT GIVE ON AN EMPTY STOMACH

Prescribed By: Andrew Black (AB)

Dispensed By: Andrew Black (AB)

Min Charge0.00

Net Disp Fee0.00

Net Cost15.00

Print Qty 1

Stock Status

In Stock:16

In Draft:0

Available:16

OK/Print Labels

OK/No Labels

Create Prescription

Written Prescription

Cancel

Follow the window chronologically to proceed.

Qty = Quantity dispensed. This field can be calculated by the value entered into the dispensing notes (below) if auto-calculate is enabled.

Dispensing Notes = Instructions for the pet owner. Use the tab key to navigate to each '?'.

Commencing Date = The date the dispensed medication should commence from.

Additional Info = Any additional information for the pet owner (ie "Give with food", "Give on an empty stomach" or "wear gloves when handling").

Prescribed By = The prescribing clinician for printing on the label. By default this will select the Surgeon dispensing the item.

Dispensed By = The dispensing clinician for printing on the label. As above, this will default to the Surgeon dispensing the item

Print Qty = The number of labels to be printed (useful when dispensing multiple cans of prescription food which may each require a label).

## **Saving/Printing the Label**

Once the above has been completed, the user has four options.

OK/Print Labels = Saves the treatment to draft and prints a dispensing label.

OK/No Labels = Saves the treatment to draft and does not print a label.

Create Prescription = Allows you to create a prescription Repeat Prescription

Written Prescription = Generate a Prescription Document. Written Prescription

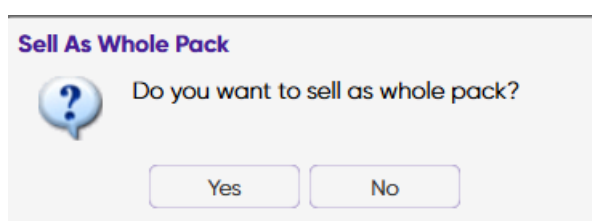
Cancel = Closes the screen.

## **Stock Status**

This feeds from the Stock Adjustment area and will show at the point of sale, the amount in stock, in draft and how many are available to be sold.

## **Sell as Whole Pack**

If the code you have added to drafts has the Code Entry option 'Sell as Whole Pack' you will be prompted by Merlin if you would like to sell the whole pack to this client.



If you select "Yes", enter the number of whole packs you wish to sell. The number of whole packs is defined in Code Entry from your supplier and once added to drafts the total number of units is displayed in the Qty column.

## Batch Numbers

To add batch number please see [Stock Adjustment](#).

When adding a product where a batch is required, the system will prompt you (shown below) to select or enter the batch number and expiry date. The batch numbers shown below have been entered into the system already. The batch number with the red expiry cell has expired.

To use an existing batch number select the correct row and click 'Use Selected Batch'.

Batch Traceability

Code:1399Description:Metacam Oral Susp 32ml Dogs

Supplier Code:02500412Stock Centre:Esher

New Batch

Batch Number

Expiry Date

30/08/2025

+ Add

Stock Status

In Stock:23

In Draft:0

Available:23

Batch Number	Expiry	Batch Stock Level	Qty Per Pack	Pending	Exclude
5289652	12/12/2026	5.00	1.00	0.00	<input type="checkbox"/>
48454654	22/06/2024	6.00	1.00	0.00	<input type="checkbox"/>

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Displaying 1 – 2 of 2

Batch Maintenance

☐ Show Excluded

✖ Delete

✎ Edit

💾 Save Edit

☒ Show Expired

☒ Show Zero Stock

Batch stock level includes quantity per pack

Create Prescription

Use Selected Batch

Cancel

Note: By default only non-expired batch numbers with a batch stock level greater than zero will display. This is to ensure Merlin only displays relevant batch numbers so that it is easy to locate the necessary batch.

### Adding a new Batch Number

For Centaur users, batch numbers are automatically imported into the system and will display on the

batch traceability screen with stock levels.

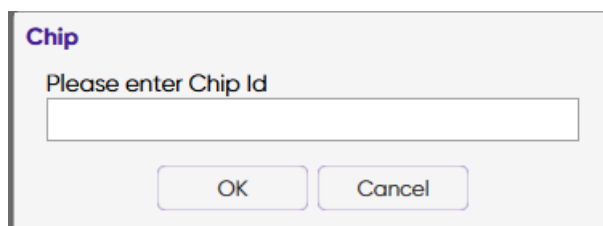
If you need to manually enter a new batch number:

1. Type in the batch number under the new 'New Batch' heading
2. Select the expiry date from the expiry date field.
3. Select the 'Add' button.
4. Tick the 'Show Zero Stock' checkbox
5. Select 'Edit'.
6. Enter the batch stock level.
7. Select Save.

If at this point you noticed you have made a mistake then re-add the correct batch number, only the selected batch number when the OK button is selected is saved, any other additions are removed.

## Microchip

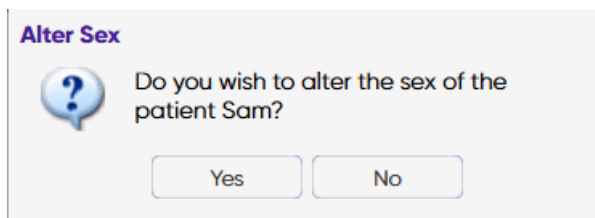
When adding an item that requires the input of a microchip number the below box will appear.

A dialog box titled "Chip" in purple. It contains the text "Please enter Chip Id" above a single-line text input field. At the bottom, there are two buttons: "OK" and "Cancel".

Insert the microchip number into the box and select 'OK'. To send the microchip to VetXML see [VetXML - Microchips](#) for more information.

## Alter Sex

Certain services will prompt you to alter the sex of a patient. For example, if you are neutering an animal, their sex will change from male to neutered male. This setting can be set in Code Entry [Add Code](#)

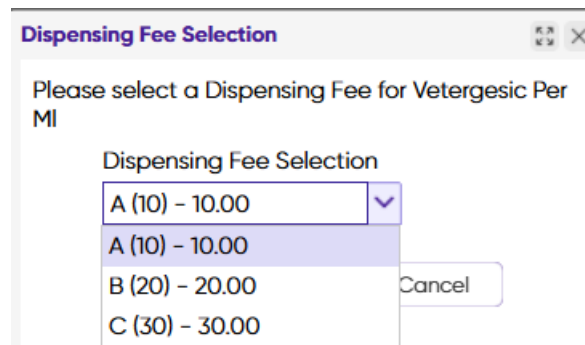
A dialog box titled "Alter Sex" in purple. It features a blue question mark icon on the left. To the right of the icon is the text "Do you wish to alter the sex of the patient Sam?". At the bottom, there are two buttons: "Yes" and "No".

To alter the sex of the patient select 'Yes', to leave the sex of the patient as it is, select 'No'.

## Multiple Dispensing fees

Certain items require you to manually select a dispensing fee from the drop down list.

These are created in the Libraries - [Accounting - Dispensing fees](#).



**Dispensing Fee Selection**

Please select a Dispensing Fee for Vetergesic Per MI

Dispensing Fee Selection

A (10) - 10.00	▼
A (10) - 10.00	
B (20) - 20.00	
C (30) - 30.00	

Cancel

Once you have selected a dispensing fee press the 'Select' button to add the item to draft.

## Attached Document

Items with attached documents produce the below prompt.



**Attached Document**

Print Document Attached to this code?

Yes No

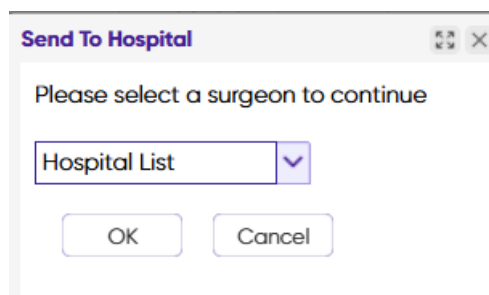
Select 'Yes' to generate the attached document and add the item to draft. Select 'No' to add the item to draft without generating a document.

## Repeat Prescription

Another treatment option is [Repeat Prescriptions](#).

## Send to

When an item is dispensed, a prompt will appear if set in [Code Entry](#), asking if you wish to send the patient to a Day List.



**Send To Hospital**

Please select a surgeon to continue

Hospital List ▼

OK Cancel

Select an available Day List and select 'OK'.

